

Director of Equity, Curriculum & Instruction

DRAFT

REPORTS TO: Superintendent

SUPERVISES: Curriculum Coordinators

NATURE AND SCOPE OF JOB: Facilitates the development, evaluation, organization, and implementation of assessment, curriculum, and instructional programs, PK-12. Communicates and works collaboratively with the leadership team to nurture common understanding and practices in these content areas.

QUALIFICATIONS:

- Hold a MA educational leadership license: either Director, Assistant Principal/Principal, or other relevant leadership certificate
- Hold a master's degree in education, additional coursework preferred
- Have a minimum of five years of successful teaching experience and leadership experience preferred
- Demonstrate professional and personal commitment promoting diversity, equity and inclusion
- Cultural competence to develop rapport with individuals for diverse experiences
- Demonstrate cultural proficiency in assessing curriculum and instruction
- Understanding of developmental differences for the PK-12 population and how students differ from adults, especially in regards to diversity, equity, inclusion, and personal development work
- Experience in navigating challenging conversations about sensitive issues
- Understand standards-based curriculum development, best practices, program evaluation, child growth and development, effective instructional strategies, classroom management, valid assessments and diagnosis and research related to learning
- Have in-depth knowledge of the MA State Frameworks

EMPLOYMENT TERMS:

- Twelve month work year
- Salary to be negotiated

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Collaborate with the Assistant Superintendent and Superintendent and oversee curriculum planning and revision
2. Hire, oversee and evaluate the curriculum coordinators, promoting high standards and expectations for staff and students and creating a strong learning environment and academic performance
3. Ensure curricula is diverse and culturally sensitive and, as needed, implement new materials that improve this area
4. Partner with colleagues to ensure an equity lens is applied to instructional decision-making
5. Identify valid and reliable data sources on student achievement, analyze the data to determine needs, strengths and weaknesses including benchmark assessments and interventions to ensure equity and success for all students
6. Remain well-versed in current digital learning tools and thoughtfully plan the implementation of appropriate tools to support student engagement
7. Develop instructional practices that leverages digital learning and instruction
8. Oversee the implementation of digital learning into the statewide frameworks including the Curriculum Frameworks, Computer Science and Digital Literacy Standards
9. Collaborate with Director of Pupil Services to oversee and continue refining a robust multi-tiered system of support to meet the needs our students
10. Provides professional development and coaching for principals, teachers, and other staff members to support evidence-based, differentiated practices that increase student engagement or other initiatives at the State or local levels
11. Collaborate with District Leadership Team to plan professional development activities for all staff on the district-wide professional development days
12. Keep abreast of current valid research and methodology related to curriculum and instruction and disseminate professional information and materials to staff
13. Leads district committees for teaching and learning
14. Coordinate and oversee the ELL program
15. Manage entitlement grants including but not limited to Title I, Title IIA, Title III and Title IV
16. Execute other duties assigned by the Assistant Superintendent and Superintendent